

# **JOB OPPORTUNITY BULLETIN**

## **Staff Services Analyst/Associate Governmental Program Analyst**

**Monthly Salary: \$3,418 - \$4,155 / \$4,111 - \$4,997**

The San Diego River Conservancy has one (1) position open for a full-time permanent **Staff Services Analyst (SSA)** or **Associate Governmental Program Analyst (AGPA)**.

### **ABOUT THE JOB/UNIQUE OPPORTUNITY**

The San Diego River Conservancy is a new, very small (two positions) State agency located in San Diego whose mission is to preserve, restore, and enhance the San Diego River. This is accomplished by (1) acquiring, managing, and conserving land; and (2) protecting or providing recreational opportunities, open space, wildlife species and habitat, wetlands, water quality, natural flood conveyance, historical/cultural resources, and educational opportunities. One important Conservancy goal is to build a River-long park and hiking trail stretching fifty-two miles from the River's headwaters near Julian to the Pacific Ocean.

Because the Conservancy will be a two-person agency, the successful candidate will have the unique opportunity to (1) work side-by-side with the Executive Officer in a challenging, fast-paced atmosphere; and (2) play a key role in virtually all aspects of establishing and operating the Conservancy. As the Executive Officer's only assistant, the candidate will assume responsibility for the full breadth and scope of administrative and business functions and gain first hand experience in the set-up and conduct of the inner workings of a State agency. The successful candidate will also coordinate with the State Coastal Conservancy (which serves in an oversight/support capacity) on budgeting, accounting, procurement, business services, human resources, and personnel issues.

A unique and important part of this job is being in on the "ground floor" during the initial set-up of a brand new State agency. The initial set-up involves a spectrum of activities ranging from establishing Conservancy policies, procedures, priorities, and programs to developing resources (e.g., agency filing system/databases) and obtaining essential first-time services, equipment, and supplies.

### **DUTIES**

The Staff Services Analyst or Associate Governmental Program Analyst will assist the Executive Officer in the day-to-day operations and management of the office and will manage the office in the Executive Officer's absence. Under the general direction of the Executive Officer, the successful candidate will perform a wide variety of administrative, consultative, and analytical duties including, but not limited to: Prepare and manage all agency contracts (service and grant). Assist Executive Officer in preparing Requests for Proposals (RFPs), reviewing proposals, and selecting contractors. Develop and maintain official agency records/filing system. Assist Executive Officer in preparing applications for grant funds. Assist Executive Officer with preparations and conduct of all Board meetings (six per year) including development and distribution of Agenda Notices and Agenda Briefing Packets. Manage all Board meeting logistics (room arrangements, setup/clean-up, tape recording). Prepare formal Board meeting minutes. Prepare and manage all lease agreements (office, equipment, vehicle). In coordination with the State Coastal Conservancy, assist Executive Officer in preparing agency budget, Budget Change Proposals, and variety of fiscal reports. In coordination with State Coastal Conservancy, procure equipment, furniture, supplies, and services in accordance with State procedures; develop and maintain internal expenditure and accounting records; process invoices for payment; and handle personnel issues.

Other duties include: Develop and maintain agency databases. Obtain and oversee agency credit cards, prepare purchase orders, service authorizations and related documents. Inventory and maintain State property (equipment, vehicle). Manage all travel-related issues for Executive Officer and Board Members (arrangements, Travel Expense Reports, etc.). Serve as "lead" over potential future staff members. Prepare formal correspondence and reports. Represent the agency; respond to inquiries (including public requests for file review); and provide information. Handle phones, walk-in customers, and incoming/outgoing mail. Coordinate volunteers.

### **NECESSARY QUALIFICATIONS**

Candidates must possess personal qualifications/attributes including integrity, initiative, dependability, good judgment; ability and willingness to take direction; willingness to learn new skills and the ability to quickly grasp new concepts; ability and willingness to assume high level of responsibility; ability to work independently; ability to work effectively as a team member or team leader; and a state of health consistent with the ability to perform the assigned duties of the class. Candidates must have a good driving record and a valid California driver's license.

### **DESIRED QUALIFICATIONS**

The Conservancy is seeking an exceptional, highly motivated, organized, detail-oriented individual with a genuine desire to assist customers (i.e., the Executive Officer, Board Members, and interested stakeholders) by providing outstanding administrative support services. Important qualifications include: Commitment to excellence. Proficiency in Microsoft Office software including Word, Excel, Access, and Power Point. Excellent oral and written communications skills. Outstanding customer service skills. Knowledge and experience in one or more of the following: State contracting; records management; grant application process; budget projections and analysis, the State budget process, and Budget Change Proposals; procurement of equipment, furniture, supplies and services; personnel issues; facilities operations; and multimedia hardware.

Although experience in a wide range of administrative services is desirable, the most important qualification is the willingness and ability to learn. Other desired qualifications include: Ability to prioritize work on multiple tasks and manage time. Flexibility and enthusiasm to conduct all needed administrative tasks from the complex and challenging to the simple and routine. Dedication, commitment, and loyalty to the job and mission of the Conservancy. Ability to analyze data and resolve complex problems. Ability to analyze and recommend improvements in operations.

### **WHO SHOULD APPLY**

Applications will be accepted from State employees who are currently at the SSA/AGPA classifications, or have SSA/AGPA certification eligibility, or from persons who have transfer eligibility into the above classifications with appropriate experience. Applications will be screened and only the most qualified will be interviewed.

**Permanent, full-time. Final filing date: Open until filled. If you are interested in a career with the San Diego River Conservancy, please submit: (1) standard State of California application (STD 678); (2) resume; and (3) cover letter explaining how you meet the qualifications, to:**

**San Diego River Conservancy  
9174 Sky Park Court, Suite 100  
San Diego, CA 92123-4340**

**Attention: Deborah Jayne, Executive Officer**

For more information, you may contact Deborah Jayne at (858) 467-2972 or [djayne@rb9.swrcb.ca.gov](mailto:djayne@rb9.swrcb.ca.gov).

AN AFFIRMATIVE ACTION EMPLOYER-EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.